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# Exam Announcement

## ENVIRONMENTAL PROGRAM MANAGER I PROMOTIONAL CONTINUOUS TESTING

**DEPARTMENTAL FOR:**  
STATE WATER RESOURCES CONTROL BOARD

**HOW TO APPLY:**  
Completion of standard state application is required for this examination <http://jobs.ca.gov/pdf/std678.pdf> . Applications may be filed in person or by mail with:

STATE WATER RESOURCES CONTROL BOARD  
HUMAN RESOURCES – EXAMS  
1001 I STREET, 18<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814

**TEST DATES ARE SET BY THE STATE WATER RESOURCES CONTROL BOARD. TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME AND ELIGIBLE LISTS ARE MERGED.**

**SALARY RANGES:**                      **\$6275 - \$7575**

**WHO SHOULD APPLY:**

1. Applicants must have a permanent civil service status with the State Water Resource Control Board as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990; or
3. Must be a current or a former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. **APPLICANTS MUST PROVIDE A COPY OF FORM DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example candidates possessing qualifying experience amounting to 50% of the required time of pattern I, and additional experience amounting to 50% of the required time of pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**Education:** Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, or a closely related scientific discipline. (Admission to a masters or doctoral degree program in a biological, chemical, physical, or environmental science, or a closely related scientific discipline shall be considered to meet these education qualifications.)

Either I

**Experience:** Two years of experience in the California State service performing the duties of a Staff or Senior Environmental Scientist.

Or II

**Experience:** Five years of broad, extensive, and increasingly responsible experience as a scientist in environmental analysis, management, research, planning, regulation, or investigation, at least two years of which must have been in an administrative or supervisory position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or conducting a major environmental monitoring and surveillance or environmental management program; or in the direction of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level equivalent to a Staff or Senior Environmental Scientist in the California state service. Possession of a master's degree in a biological, chemical, physical, or environmental science, or a closely related scientific discipline may be substituted for one year of the required general experience; possession of a doctorate in the above-named disciplines may be substituted for two years of the general experience.

**THE POSITION:**  
This is the second supervisory level of the series. Incumbents direct and have charge of environmental programs or components, which are of major sensitivity and complexity; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating and administering policies; maintain liaison with other governmental agencies and the private sector; and do other related work. Incumbents may supervise a group of Staff Environmental Scientists and other professionals working on a major environmental management, regulation, compliance, or research project. Incumbents have authority in the interest of management to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees. Incumbents have the responsibility to direct employees, adjust employee grievances, or effectively recommend such actions.

**Positions exist statewide**

**EXAMINATION INFORMATION:**  
INTERVIEWS WILL NOT BE HELD. This examination will consist of the supplemental application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application.

**A candidate may be tested only once within a 12 month period.**

**SCOPE OF SUPPLEMENTAL APPLICATION/EXAMINATION:**

- A. Knowledge of:**
1. Basic principles of land, water, fish, wildlife, and other natural resources research.
  2. Principles of ecology.
  3. Statistical methods.
  4. Land-use practices with reference to their general effect on human health, natural resources, and the environment.
  5. Effects of waste material and their interactions on the environment.
  6. Chemical reaction.
  7. State and Federal environmental rules, regulations, and requirements.
  8. Principles and techniques of personnel management and supervision.
  9. Budgeting and other administrative functions.
  10. A manager's/supervisor's role in the Equal Employment Opportunity Program.
- B. Ability to:**
1. Collect environmental data.
  2. Analyze and evaluate data and reach sound conclusions.
  3. Review, check, and interpret scientific and environmental reports.
  4. Analyze situations and take appropriate actions.
  5. Establish and maintain cooperative relations and effective communications with local governments and all persons contacted.
  6. Prepare clear, complete, and technically accurate reports.
  7. Apply rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs.
  8. Plan, organize, and direct the work of others.
  9. Perceive the alternatives available in the solution of management problems and select realistic courses of action.
  10. Effectively contribute to the equal employment opportunity objectives.

**ELIGIBLE LIST:**  
Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months.

**QUESTIONS: IF YOU HAVE ANY QUESTIONS, CONCERNING THIS ANNOUNCEMENT OR THE PROCESS, PLEASE CONTACT THE STATE WATER RESOURCES CONTROL BOARD, EXAMINATION UNIT, AT (916)341-5127.**

STATE WATER RESOURCES CONTROL BOARD/REGIONAL WATER QUALITY CONTROL BOARDS

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ENVIRONMENTAL PROGRAM MANAGER I

The State Water Resources Control Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists:

Eligible lists are established by competitive examination; and regardless of date, must be used in the following order:

- |    |                           |    |                         |
|----|---------------------------|----|-------------------------|
| 1. | Subdivisional promotional | 4. | Servicewide promotional |
| 2. | Departmental promotional  | 5. | Departmental open       |
| 3. | Multidepartmental         | 6. | Open                    |

When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years.

Promotional Examinations Only:

Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234,235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the Information Counter of the State Personnel Board offices.

General Qualifications:

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Veterans Preference:

California law allows granting of veterans preference points in open entrance examinations and open promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. **Due to changes in the law, which were effective August 21, 1994, both disabled and non-disabled veterans must reapply even if you have previously established your veteran's eligibility with the State Personnel Board.** Directions for applying for veterans preference points are on the Veteran Preference Application form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence:

Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways:

1. Passing the General Education Development (GED) Test
2. Completion of 12 semester units of college-level work
3. Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school.
4. For clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

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|---------------------------------|-----------------------------|
| HEARING IMPAIRED RELAY SERVICE: | TDD to Voice 1-800-735-2922 |
|                                 | Voice to TDD 1-800-735-2929 |